

# INSTRUCTIONS FOR STATE HISTORY DAY April 25

This information is also available at [www.nchistoryday.org](http://www.nchistoryday.org)

Congratulations on qualifying for the State History Day contest. You are encouraged to think about ways you can improve your project before the state competition. Take the judges' comments into consideration; however, remember that even though they are well qualified to judge history projects, not everyone, including other judges, may agree with their opinion. Feel free to talk to other people for suggestions as well. It is up to you to decide which changes you wish to implement. The important thing is to continue to learn as much as you can.

Mail all required information to: **NHD in NC**  
**4610 Mail Service Center**  
**Raleigh, NC 27699-4610**

We look forward to seeing you on April 25. Please read the following instructions carefully. Make sure all members of your group have access to this information.

## ♦ Registration Deadlines and Submission of Required Materials

- Your information must be in the system before you can begin registration.
  - ❖ Your teacher will ask you for the last four digits of your home phone number. This will be your password. Once the teacher has entered the information in the NHD registration system, you may register.
- Register online at <http://nc.nhd.org/ud/templates/register.php>; click on "NHD in North Carolina 2015" state contest. The link may also be accessed at [nchistoryday.org](http://nchistoryday.org).
- Choose the **NHD in North Carolina State Contest 2015**.
- Choose "Competing Student" and click on "Don't have a Username/Password."
- All students **must register online by Wednesday, April 15**; however, the earlier the better. Be sure to see if the information the teacher submitted about your project, such as title, is correct.
- **Historical Paper**—send four (4) copies of papers **to be received by Wednesday, April 15**. Print out a copy of your emailed confirmation form and send it with your paper.
- **All Other Categories**—send one copy of your process paper and bibliography to be received by **Wednesday, April 15**. You may continue to improve your bibliography even though you submitted one in advance. You must still bring 3 copies with you to the contest (except for website students).
- **Web Sites**—be sure to include your url number on your registration page when it asks for your weebly id; however, include only the number, not the <http://> before the number or the information following the number. Web editor will close at **11:59 p.m. on Wednesday, April 15**, which means you can no longer edit the project beyond that date.

## ♦ Special Prizes

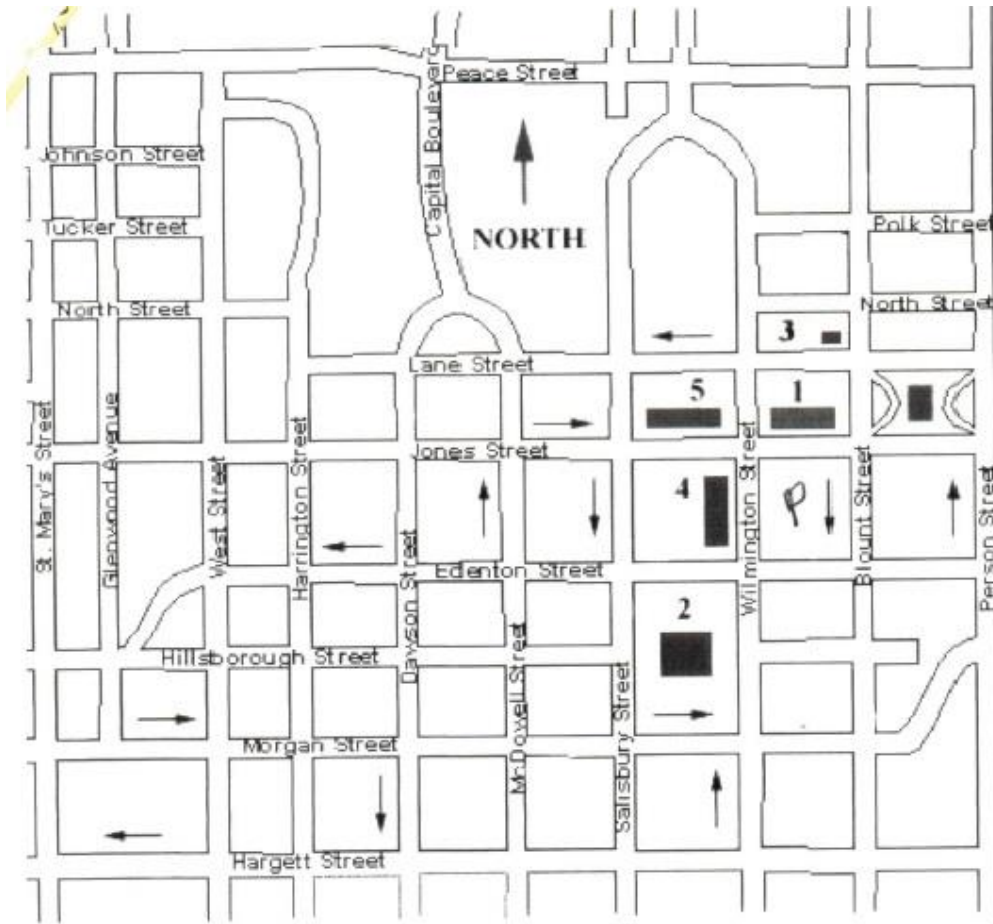
- When registering online, you may check up to two special prizes for which you prefer to be considered. But, you may be considered for others as well if the judges deem it appropriate, as long as you have submitted a copy of your process paper and bibliography.
- If you are not sure if you qualify for a special prize, check "unknown" at the awards registration site.

## ♦ Registration Fees

- The cost for state registration is **\$10 per student**. Checks should be made out to the Federation of NC Historical Societies (FNCHS) and mailed to 4610 Mail Service Center, Raleigh, NC 27699-4610. Print out a copy of your registration as instructed by the online registration system to send with your check.
- **A \$15 late fee, in addition to the regular fee, will be charged for those who register after the deadline. A \$10 copy fee will apply if the state office must make copies of historical papers.**
- With noted exceptions, team members who request and receive an excused absence from the state coordinator do not have to attend the state competition, as long as at least one member of the team is present; however all members must still register and pay the registration fee. Exceptions: those in individual categories must be present, and all members of performance groups must be present.
- Do NOT send cash. If you send cash and it is lost, you will have no way of proving that the money was paid. Those who are unable to document payment will be expected to cover the loss.
- If you are unable to pay the fees by the contest date, please notify the state coordinator. All outstanding fees must be paid before judging begins unless other arrangements have been made. It is your responsibility to confirm that payment has been received. (over)

- Ask your teacher if he or she is sending the payment for you or if you should send it.
  - Regardless of whether you are paying individually or having someone else pay, you must click “Ready to Pay” in order to complete registration. This does not mean payment is expected immediately.
- ♦ **Bring Copies of Your Paperwork**
- All students in documentary, exhibit, and performance categories must bring three (3) copies of the process paper and bibliography (stapled together) to the contest on April 25 to give to the judges. This is three copies **in addition** to the papers you send in with registration.
- ♦ **Equipment Needs**
- Students are responsible for providing any extension cords that will be needed.
  - It is suggested that those doing documentaries bring an extra copy of the program in the event there is a problem with the first one.
  - Students needing computers and LCD projectors must supply their own. DVD players will be provided; but students are free to bring their own equipment if they so choose. Note that DVDs are not always compatible with all players. It is a good idea to test them on other players before the contest. Documentary students may want to bring a laptop as a backup method of showing their documentary in case their DVD does not work.
- ♦ **Check-in**
- Check-in for the state competition will be held at the Museum of History at 5 East Edenton Street between 8:00 and 9:30 on Saturday morning, April 25. Exhibits can be set up between 4:30 and 5:00 on Friday afternoon, April 24, or between 8:00 and 9:30 on Saturday morning, April 25.
- ♦ **Contest Venues**
- All students must register in the Museum. Judging venues are as follows:
    - All exhibits will be judged in the Museum of History. They may be unloaded on Edenton Street.
    - All junior categories will be held in the Museum of History.
    - All senior categories, other than exhibits, will be judged in the Archives and History/State Library Building located at 109 E. Jones St. Props may be unloaded on April 25 on Jones St. in front of the building (requires going up steps) or on the east side of the building on Blount Street (if a ramp is needed). The building will be open on April 25 by 8:00 a.m. for set-up.
- ♦ **Schedule**
- Following set-up and registration, the judging will begin. It generally lasts from 9:30 until around 1:00. Your specific judging time will not be known until Friday, April 24; you will receive a schedule with your judging time and location when you check in on Saturday morning. Once you present your project, you are free until the awards ceremony. Feel free to view other projects and to tour the museum.
  - Lunch will be on your own. You may get suggestions for places to eat at the front desk. Breakfast is not provided.
  - The Awards ceremony will begin at 2:45.
  - A brief meeting for students who qualify for nationals, along with their parents and teachers, will be held in the museum’s Longleaf Room immediately following the conclusion of the awards ceremony.
- ♦ **Awards Ceremony**
- Initial entrance into the auditorium will be restricted to teachers and students with buttons. Buttons will be provided at registration the morning of the contest in the Museum of History.
  - Junior division contestants and teachers with buttons will be allowed into the auditorium between 2:15 and 2:30. After students and teachers are seated, family members may take remaining seats on a first-come, first-served basis. Fire laws limit the capacity of the auditorium and will be strictly enforced. Once the seats are full, all others may watch from remote feeds in the Longleaf Room or Lobby. Following the conclusion of the junior division awards (around 3:30), juniors will exit the auditorium and senior division students and teachers with buttons will be admitted. Family members and other interested spectators may fill any remaining seats. The senior awards ceremony will conclude around 4:10. A meeting of all junior and senior medalists will follow in the Longleaf Room.
- ♦ **National Contest**
- The national contest will be June 14-18 in College Park, Maryland. Check now to see if there are any conflicts that will prevent your attendance at the national contest should you qualify to go. National History Day in North Carolina will contribute 50% of the national registration fee for both students and teachers.

The online registration system will notify you when your registration has been received. Call (919) 807-7394 or email [vivian.mcduffie@ncdcr.gov](mailto:vivian.mcduffie@ncdcr.gov) if you have questions.



### **\*PARKING INSTRUCTIONS**

Free parking for History Day participants and guests is available in any state government lot in the downtown area. The one closest to the competition venues is the lot located across from the Archives/State Library Building and bounded by Wilmington, Jones, Salisbury, and Edenton streets. It is the lot marked “p” located across the street from #1 on the map.

Directions to the parking lot:

From 64 East: continue on 64 until it becomes New Bern Ave. (and eventually Edenton Street). Once you pass Blount Street, the lot will be on your immediate right.

From I -40: take the Person Street/Hammond Rd. exit off of 40 and travel north on Person Street. Turn left on Edenton Street. The lot will be the second block on your right.

- The Archives Building will be directly across Jones Street from the lot (number 1).
- The Museum of History will be directly across Wilmington Street from the lot (number 4), but the building must be entered from the other side (the side facing Bicentennial Plaza.)

# **Registration Instructions for Teachers for April 25 State Competition NHD in North Carolina**

As the teacher you are asked to input certain information for your students to be able to register. **Please begin this process as soon after the district competition as possible.**

## **Teacher Registration**

All teachers must register themselves by using the registration link at [www.nchistoryday.org](http://www.nchistoryday.org). The actual link is <http://nc.nhd.org/ud/templates/register.php>. Click on the “NHD in North Carolina State Contest 2015.” Your students will not be able to access the system until you are registered and the required information for you and for them has been entered.

- Enter the student names along with the last 4 digits of the phone number (or any four numbers on which you and the student agree).
- Scroll to the bottom of the page and put in entry information and link it to the correct student(s). If you neglect to add the entry information, students will not be able to access the special prize choices or complete registration. Also, the project will not show up in the system, which may result in the student not being scheduled to compete.
  - Enter Student Name
  - Enter entry title
  - Associate entry with correct student(s)

## **Student Registration**

Once you are registered, students will be able to register. They must click on create username/password where they will be asked for their names and four-digit number. They may then change their username and password to whatever they like. Students will be able to edit the information when they get into the system, so do not worry about getting project titles exactly right.

## **Payment**

Whether you make students responsible for paying fees or you choose to pay for the group is entirely up to you. If you are sending one payment for all or part of the registration fees, you will need to indicate which students are to be covered. However, this step cannot be done until all student information is in the system. If you cannot get the payment in by the registration deadline, please contact us and let us know when to expect payment. For questions about payment contact Vivian McDuffie at 919 807-7394 or [vivian.mcduffie@ncdcr.gov](mailto:vivian.mcduffie@ncdcr.gov). Please note that students must check “Ready to Pay” in order to complete registration, even if the payment is being sent for them. Please note that NHD in NC accepts checks but does not accept credit card payment.

## **Schedule and Parking**

Please see the student instructions for important information about the schedule for the day and parking at the event.

## **Assistance**

If you have any questions about or problems with the online registration system, do not hesitate to contact Vivian McDuffie at (919) 807-7394; [vivian.mcduffie@ncdcr.gov](mailto:vivian.mcduffie@ncdcr.gov) or Jo Ann Williford at (919) 807-7284; [joann.williford@ncdcr.gov](mailto:joann.williford@ncdcr.gov). There is also a FAQ document at <http://nc.nhd.org/ud/templates/register.php>.

## **Registering a Co-teacher—see other side**

## Online Registration for Co-Teachers

*Because several teachers have students of their own who are working in a group entry with other students belonging to other teachers, there is a “best practice” for how to register online for the NHD contest. Below are these instructions.*

The online registration system is based on the Entry. A teacher must be linked to the entry as a whole, meaning all of its students. Therefore, in this case, two teachers who have their students working together will share ownership of the entry and all students involved. NOTE: you will only share students that are in a group entry in which you have students. Those students that are working individually or those who are working in a group with only other students of your own will remain only under your name.

1. If there are three teachers (A, B, C) who all have students working with other teachers’ students, the teachers need to decide which one will begin registration first. The order teachers are added does not matter – all teachers are equal in the system.
2. Teacher A creates her teacher account within online registration.
3. Teacher A then adds both teacher B and teacher C as a “co-teacher” within registration. This gives them a teacher account in registration now too. They are all equal and linked to teacher A.
4. Teacher A adds ALL students working on the entry together, even students belonging to teacher B. Teacher A then adds the group entry and associates the proper students with that entry.
5. Teacher A then clicks on the “Select Entries” link next to teacher B’s name, and connects teacher B with that entry (and therefore those students).
6. Teacher A follows the same steps for the entries and students she shares with teacher C, and connects teacher C with those entries.
7. Now teacher B and teacher C can log into their own teacher registration accounts and complete their information. (If teacher A set up a username and password for teachers B and C, teacher A must communicate that information.) They will also now be able to add their own students and entries that were not already added by teacher A. NOTE: if teacher B and teacher C share an entry, teacher B will need to follow the same steps teacher A did to “Select Entries” so that the teachers both are linked to the appropriate entries.

In the end there should only be one record for each Entry, with all students involved, and the entry should be connected to both teachers involved.